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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THRU : Deputy Director of Training

DATE: 26 March 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 12  
18 March - 24 March 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. [ ] is nominating [ ] GS-15, 25X1  
Chief, Special Register in OCR to be considered for the  
Brookings - sponsored Conference for Federal Executives.  
[ ] has informed me that DDS will have a strong nominee.  
If available, I believe first choice is Gordon Stewart;  
second is as yet unnamed. Our papers should be submitted  
before 3 April, so I've tentatively set Tuesday morning for  
meeting and "agreement" on the Agency nominee.

2. I obtained two invitations from Columbia University  
for the 1959 McKinsey Foundation Lecture Series and made  
them available to [ ] This year's  
speaker is Chairman of the Board, U.S. Steel, and sessions  
will begin in mid-afternoon on 1, 15 and 22 April. It is  
difficult to interpret this as a "training activity" so as  
to involve OTR funds. The specific lecture topics seem non-Gov't.  
oriented so that it is doubtful if either of the interested  
parties will attend.

3. Upon receipt of confirmation that our request for  
an additional Industrial College slot had been received  
favorably, I checked with [ ], new Secretary of the  
Career Council. [ ] communicated with Jim Garrison. The  
latter was elated and assured [ ], 25X1  
the first alternate recommended by the Council, would be  
available for attendance. We have turned over application  
papers for [ ] to [ ] to process. Response to the 25X1  
invitation will be acknowledged soon.

25 YEAR RE-REVIEW

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25X1

25X1

4. On Tuesday, [ ] met with [ ] to outline [ ] plans for publishing an OCR Catalog of Courses as a pilot for others on DDI Offices, subject to DTR approval. Apparently, the proposal includes reproducing existing OCR Training Guides (plus others not yet published), and adding a preface to explain the purpose of the guides and the role played by OTR, with information on other government, non-government and component training plus an explanation of admissions and a digest of OTR courses. Jim proposes to write the introduction and engage the assistance of the others in preparing a dummy catalog for subsequent approval. I detest appearing hide-bound on any good proposition, but this effort appears to be a luxurious duplication of our revised OTR catalog, our OTR Bulletins, and the OCR guides, all re-directed to a limited consumer population.

25X1

25X1

5. After referral to me by DTR, an AEC Personnel Officer discussed opportunities for employment involving a former Agency employee.

25X1

25X1

6. [ ] has lined up [ ] of CI Staff, [ ] of ORR, and [ ] of the Comptroller's Office for another running of the Training Officer Orientation, scheduled for 7-9 April. Interest has mounted to a point where others have already asked for a May program.

25X1

25X1

7. From time to time we have furnished certain basic data to [ ] for his historical report. Now we are confronted with a request for considerable information for training statistics during calendar years 54, 55 and 56. We can not do these, yet keep up in our regular work. I'm planning to analyze the request carefully and attempt some compromise with [ ] because of this void in our records. [ ] has searched budget sources, etc., to no avail. The last thing I want to do is to request overtime and assistance to dig out the data as requested.

25X1

25X1

8. As prophesied in last week's report, the bulk of LDS estimates of FY 1960 external training requirements have been received and we now have complete returns except for OTR, Medical Staff, and Commercial Staff. Since a number of components indicated that their external language training requirements would depend on OTR's ability to train internally, we are asking IAS to give us the benefit of whatever forecast of FY 1960 course offerings can be made relative to specified languages.

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9. I have received word from AMA that an advance mailing of materials to be sent to participants in the AMA Management Course for Government Executives will be made available to me, as requested.

10. Twenty-one (21) Agency employees attended the 13th Annual Conference on Middle Eastern Affairs sponsored by the Middle East Institute held on 20-21 March at the Hotel Statler.

11. [ ] arrangements have been made for two (2) OSI employees to attend the American Management Association session, "European Science Forum" scheduled to be held in New York City, 30 March - 1 April 1959. [ ]

12. It was necessary to cancel the [ ] language training scheduled for Mr. [ ] at the Foreign Service Institute beginning 6 April 1959, because of his promotion to Deputy Chief of the Division, instead of reporting overseas as Chief, [ ]

13. [ ] of the Office of Deputy Chief of Staff for Operations (ODCSOPS) to discuss Army capabilities for meeting ORR training requirements in Guided Missile Program orientations.

14. I am sure we were of considerable help to [ ] of the [ ] in furnishing him some informational sources on educational opportunities in the U.S. [ ] I hope we were as helpful to [ ] in supporting his briefing of Tuesday with some unclassified current data and some historical information.

15. Some very complimentary comments reached me on the guide to writing regulations which [ ] prepared. I hope to see it soon myself - our Staff took into account many of the key points developed in the Regulations Workshop I attended as we prepared the new external training regulation. I think [ ] is one unsung OTR hero who gets things done right without fanfare.

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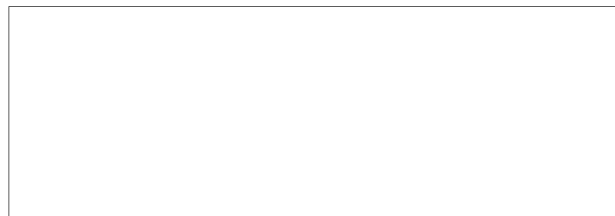
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DDS

16. During the week 18 March - 24 March 1959, there were 961 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

308 enrolled in 58 classes (14 languages) voluntary  
209 enrolled in 37 classes (12 languages) during hours  
205 enrolled in 9 Intelligence School courses  
124 enrolled in 6 Operation School courses  
39 enrolled in 1 SIC course  
30 enrolled in 3 Area courses  
10 Dependents  
6 from other Government Agencies

25X1



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